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Security Information

26 November 1952

MEMORANDUM FOR: CHIEF OF ADMINISTRATION, DD/P

VIA: CHIEF OF ADMINISTRATION, PP

SUBJECT: Change of Grade - Position Number 7,  
[REDACTED] Table of Organization

25X1A2d1

REFERENCE: Memorandum from C/IO to Chief, Budget  
and Analysis Division, 7 August 1952.  
Subject - [REDACTED] Table of Organization

25X1A2d1

1. It is requested that Position 7, Fiscal Accountant GS-13,  
[REDACTED] T/O be changed to Fiscal Accountant GS-14. The person  
who will fill this position will carry the title of Assistant  
Controller. 25X1A2d1

2. When this position was first set up in August 1952 the  
scope of the duties then contemplated warranted no higher grade  
than GS-13. However, with the tightening of fiscal controls  
over the project it has become necessary for the Controller (GS-15)  
to delegate several important discretionary functions to the  
Assistant Controller and thereby increase the responsibility of  
the position to the GS-14 level.

3. A brief job description was submitted in referenced  
memorandum. Attached is a more complete job description for the  
Assistant Controller of [REDACTED] (GS-14) including the increased  
responsibilities now falling on the incumbent. 25X1A2d1

25X1A9a

[REDACTED]  
Chief

International Organizations Division

Attachment - Job Description

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JOB NO. 78-03568A BOX NO. 4 FILE NO. 16 DOC. NO. 1 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: IS S RET. JUST. 22-  
NEXT REV DATE 89 REV DATE 17-5-79 REV DATE 23-5-79 TYPE DOC 02-  
NO. PGS 3 CREATION DATE - ORG COMP CFI 22-ORG CLASS S  
REV CLASS C REV COORD. - AUTH: HR 70-3

B-5  
12/9/52  
KCT

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## SECURITY INFORMATION

| T/O AUTHORIZATION   |                            | DIVISION<br><b>IO Division</b>  |   |
|---|----------------------------|---|---|
|   |                            | PROJECT <span style="background-color: black; color: black;">[REDACTED]</span> 25X1A2d1 |   |
|   |                            | REFEREN <b>C/O memo 26 Nov. 1952</b><br><b>memo to C/Admin/DD/P</b>                     |   |
| The following positions are approved for the above named project. This authorization: |                            |   |   |
| <input checked="" type="checkbox"/> Supplements Previous T/O.                         |                            | <input type="checkbox"/> Supersedes Previous T/O.                                       |   |
| POSITION NO.  | CLASSIFICATION TITLE       | GRADE   | REMARKS   |
| 7   | Fiscal Accountant          | GS-14   | This is not an addition or a deletion to the <span style="background-color: black; color: black;">[REDACTED]</span> T/O Authorization. This action merely changes the grade of position No. 7 from Fiscal Accountant GS-13 to Fiscal Accountant GS-14. 25X1A2d1 |
| NO. OF POSITIONS PREVIOUSLY APPROVED<br><b>14</b>                                     |                            | NO. OF POSITIONS APPROVED BY THIS ACTION<br><b>See Remarks Above</b>                    |   |
| TOTAL POSITIONS IN NEW T/O<br><b>14</b>   |                            |   |   |
| APPROVED (For) <span style="background-color: black; color: black;">[REDACTED]</span> |                            | APPROVED (For Class & Wage Division)  |   |
| DATE<br><b>DEC 6 1952</b>   | SIGNATURE<br><b>SIGNED</b> | DATE  | SIGNATURE   |
| Approved For Release 1999/09/20 : CIA-RDP78-03566A000400160001-9. REGISTRY-2.         |                            |   |   |

25X1A9a

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| OFFICE OR STAFF<br>DD/P PP   |                | OFFICE CODE<br>BW | REQUISITION<br><del>SECRET</del><br>Security Information   | APPROVAL DATE<br>9 December 1952 | CONTROL NO.<br>P-5 | Page 1 of 2 Pages                      |   |
|--|----------------|-------------------|--|----------------------------------|--------------------|--|---|
| DELETIONS  |                |                   | ADDITIONS  |                                  |                    | NET CHANGE<br>NEW BR. &<br>DIV. TOTALS | ORGANIZATION<br>CODE<br>(Machine Records) |
| ORGANIZATION<br>AND POSITION TITLE   | SERIES & GRADE | POSITION NO.      | ORGANIZATION<br>AND POSITION TITLE   | SERIES & GRADE                   | POSITION NO.       |  |   |
| 25X1A2d1<br>[REDACTED]<br>Fiscal Accountant  | GS-501-13      | 7                 | [REDACTED]<br>Fiscal Accountant  | GS-501-14                        | 7                  |  |   |
| 25X1A9a<br>Per memo from Chief, IO Division, dated 26 November 1952<br>approved by [REDACTED], COA/DDP 6 December 1952 |                |                   |  |                                  |                    |  |   |
| NEW OFFICE TOTALS  |                |                   | APPROVAL   |                                  |                    |  |   |
| 25X1A9a<br><del>CONFIDENTIAL</del><br><del>SECRET</del><br>Security Information  |                |                   | The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.<br>[REDACTED]<br>Chief, Class. & Wage Div.<br>TITLE |                                  |                    |  |   |

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